

ACTIONS FROM THE MARCH 25, 2013 PROCUREMENT ACTIONS REVIEW AND APPROVAL COMMITTEE MEETING

Committee Members: Gus Pego (Present), Harold Desdunes (Present), Debora Rivera (Absent)
Legal Review Advisor: Alicia Trujillo (Present)

Meeting Date	Item	Proposed Action	Committee's Decision	Comments	Project Manager
3/25/2013	13619	Final Selection	Approved	Consultant Selections Committee. State Road (S.R.) 5/U.S. 1/Biscayne Boulevard at NE 199, NE 203, NE 205, NE 209 and NE 213 Streets and S.R. 5/Biscayne Boulevard from NE 196 Street to NE 209 Street. The Technical Review Committee (TRC) ranked the four shortlisted firms by presentations. The committee selected R. J. Behar & Company, Inc.	Danny Iglesias
3/25/2013	14600	Shortlist Selection	Approved	Consultant Selections Committee. Districtwide traffic operations safety studies consultants. The district received 15 letters of response from this advertisement. The TRC will rank the shortlisted firms by interviews. The committee shortlisted three firms: CALTRAN Engineering Group, Inc.; CTS Engineering, Inc. and The Corradino Group, Inc.	Miguel Caldera
3/25/2013	14602 / 14603	Shortlist Selection	Approved	Consultant Selections Committee. Districtwide utility locating services. Two contracts may be awarded from this advertisement. The district received nine letters of response from this advertisement. The TRC will rank the shortlisted firms by abbreviated technical proposals. F. R. Aleman and InfraMap have the current contracts for this work; those contracts will expire. The committee shortlisted five firms: AMEC Environment & Infrastructure, Inc.; Cardno TBE; F. R. Aleman & Associates, Inc.; InfraMap Corporation and Wantman Group, Inc.	Tony Soto
3/25/2013	RFP-DOT-12/13-6134HO	Shortlist Selection	Approved	Procurement Awards Committee. Public communications consulting services on miscellaneous construction projects in Miami-Dade County. This contract will have a term of 36 months. The district received four proposals from this advertisement; all four were found qualified. The TRC ranked the technical proposals with a maximum possible score of 100 points. Next the TRC will rank the shortlisted firms by interviews (worth up to 100 points) and by their price proposals (also worth up to 100 points). The committee shortlisted all four firms: Corradino Group; Couture Communications; Cunningham Group, Inc. and Quest Corporation of America.	Kathy Yeomans

3/25/2013	RFP-DOT-12/13-6136HO	Shortlist Selection	Approved	Procurement Awards Committee. Districtwide miscellaneous tasks related to mitigation site development, maintenance and monitoring services. This contract will have a term of 36 months. The district received five proposals from this advertisement; all five were found qualified. The TRC ranked the technical proposals with a maximum possible score of 100 points. Next the TRC will rank the shortlisted firms by interviews (worth up to 100 points) and by their price proposals (worth up to 15 points). The committee shortlisted all five firms: AMEC Environment Infrastructure, Inc.; Metric Engineering, Inc.; Scheda Ecological Associates, Inc.; Stantec Consulting Services and Tetra Tech, Inc.	Susanne Travis
3/25/2013	ITB-DOT-12/13-6129SD	Final Selection	Approved	Procurement Awards Committee. Procurement of parts for Adaptive dynamic message signs (DMSs) for the District Six Transportation Management Center (TMC). There was one bid, which was found responsive. Contractor's bid \$14,485.40. The contract has a term of three years (36 months). This will be a work order driven contract. Formerly these parts were procured from the manufacturer as a sole source. The committee requested information on how much the district paid for these parts previously. On March 11, 2013, the committee awarded the contract to the lowest responsive bidder (Graybar Electric Company) subject to the committee's review of the requested information. After the meeting, when the committee members had the price comparison, Debora Rivera expressed concern about how much higher Graybar's prices were than the previous ones. The Traffic Operations team contacted some vendors to see if the new prices reflected increased prices throughout the market/industry. On March 25 the committee affirmed the award to Graybar.	Sergio Bravo
3/25/2013	Procurement Awards Committee Procedures: Consideration Factors			District Secretary Gus Pego indicated that the process of evaluating proposals for contractual services contracts includes only considerations of technical qualifications and price. This process does not include consideration of workload (how many contracts the firm already has with the district or department).	

3/25/2013	Procurement Awards Committee Procedures: Interviews			After consultation with David Calloway, District Six has been scheduling firms shortlisted for contractual services contracts awards to do interviews in reverse order of their technical proposal scores. (The firm with the lowest technical proposal score would be interviewed first and the one with the highest score would be interviewed last.) District General Counsel Alicia Trujillo advised that the firms should be scheduled in a random order. Each firm being interviewed can send up to nine people from either the prime contractor or one or more subcontractors. The committee debated a hypothetical situation in which four shortlisted firms all have one subcontractor in common. Such a subcontractor would have time to develop a better answer to an interview question as the subcontractor attends one interview after another. However, the prime contractor is the one that makes the business decision on which subcontractor(s) it uses or not. The industry must be ethical and police itself.	
3/25/2013	Old Business			None	
3/25/2013	New Contract Actions			None	
3/25/2013	Request for Supplements, Amendments, Time Extensions			None	
3/25/2013	MIC Business/Update			None	
3/25/2013	AOI99	Time Extension	Approved	Time Extension 3. Joint participation agreement (JPA) with PortMiami for cargo gateway complex at the Port of Miami. Original contract amount \$3,398,116; current amount \$4,791,801; 67% of contract invoiced; no additional funds requested. Contract executed on October 25, 2006, and due to expire on June 30, 2013. A time extension of 18 months, to December 31, 2014, is requested. The county is in the process of obtaining bids so they can acquire closed circuit television (CCTV) and other security equipment and install it.	Dionne Richardson

3/25/2013	APT62	Time Extension	Approved	Time Extension 1. JPA with Monroe County for security enhancements at Key West International Airport (KWIA). Original contract amount \$520,000; current amount \$1,315,628; 51% of contract invoiced; no additional funds requested. Three year contract, executed on March 12, 2010, and due to expire on June 30, 2013. A one year time extension, to June 30, 2014, is requested so the county can complete the process of purchasing and installing security equipment. The most recent invoice was paid in February 2013.	Dionne Richardson
3/25/2013	AQH51	Supplement	Approved	Supplement 1. JPA with Miami-Dade Aviation Department (MDAD) for rehabilitation of runway 12/30 and associated taxiways P, Q and R at Miami International Airport (MIA). Original and current contract amount \$2,176,578; 7% of contract invoiced; requested amount \$5,752,973. Three year contract, executed on April 16, 2012, and due to expire on June 30, 2015. This agreement will be used to pay for rehabilitation of the movement area (taxiway and associated aprons) primarily used for freight/cargo carriers at MIA. This is a "huge" and urgent project on a major runway. The supplement provides additional fiscal year 2012/13 funding for the milling, overlaying, installation and rehabilitation of runway/taxiway lighting equipment. The Federal Aviation Administration (FAA) is paying 75% of the cost for this aviation preservation project. The county is invoicing monthly on this contract and has used 20% of it so far. The most recent invoice (invoice #3) was paid in February 2013.	Dionne Richardson

3/25/2013	AQN53	Time Extension	Approved	Time Extension 1. JPA with Monroe County for long and short term transportation planning for Monroe County, including data collection. Original and current contract amount \$131,250; 60% of contract committed; requested amount \$201,250. One year contract, executed June 12, 2012, due to expire on June 30, 2013. A one year time extension, to June 30, 2014, with the additional funds, is requested to continue support for transportation planning. The combined federal and state participation is 87.5% and the local match is 12.5%. The county spent 60% of their original amount of funds so far and the district expects them to reach 100% by early fall 2013. The Federal Highway Administration (FHWA) approved the federal funds. This request will go to the Monroe County Board of County Commissioners in April for approval of the local match.	Curlene Thomas
3/25/2013	Locally Funded Agreements			None	
3/25/2013	CIGP			None	
3/25/2013	Construction Supplemental			None	
3/25/2013	PARA Committee Procedures: Time Extensions			The Procurement Actions Review and Approval (PARA) Committee directed that the reason for a time extension should be included with the time extension agenda item. Also the committee indicated that too many dollars are rolling over in District Six. Fund recipients should not ask for money if they are not ready to use it. The funds should be used now instead of tied up for years waiting to be used. Aileen Bouclé reported that the Intermodal Systems Development Office uses form letters to expedite time extensions for JPAs to prevent funds from expiring under statutory limits.	

3/25/2013	PARA Committee Procedures: Supplementals for Post Design Services			Most projects have post design services. Usually the cost is about 10% of the cost of design for that project. Elizabeth Leopold reported that there are a lot of supplements for post design services, but so far she has seen only one such supplement which is over the threshold for PARA action. Currently the office head and Harold Desdunes must approve the post design supplements. District Secretary Gus Pego indicated that these supplements do not need to come to the PARA Committee for approval unless the supplement is for a high amount (which would indicate a process issue), is for a Miami Intermodal Center (MIC) project or if the project manager wants the supplement to come to the PARA Committee. In the last case, write "PARA" on the request for the supplement.	
3/25/2013	Consultant Eligibility for Design-Build Projects			If there is a concern about whether a particular firm is eligible to do work on a design-build project, ask the consultant what percentage of what types of work the firm did on the project so far, and confirm the answer with the department's project manager. Also check on the history of what guidance was given to the consultant before the firm did the previous work. Do some research into the guidelines of what work a firm can do in the earlier stages of a project which would or would not make the firm ineligible to do work on a later stage of the project. [See procedure number 375-030-006-b, Restriction on Consultants' Eligibility to Compete for Department Contracts.] The project manager could write a justification to include with the research results. Then take the information and any justification to the district secretary and directors for a decision. Keep a record of the decisions. A lot of questions about eligibility conflicts come to the Professional Services Unit, along with requests for 'consideration' and one for 'reconsideration.'	
3/25/2013	Meeting Time			The meeting began at approximately 1:05 PM and ended at approximately 2:00 PM.	